



COUNTY OF LOS ANGELES

CHIEF INFORMATION OFFICE

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June 8, 2004

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina, Chair Pro Tem
Supervisor Yvonne Brathwaite Burke
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: Jon W. Fullinwider
Chief Information Officer *[Signature]*

STATUS ON RECOMMENDATION CONCERNING E-DOCUMENTING PROJECTS

This memo is in response to your Board's motion of August 6, 2002, instructing my office, together with the Director of Personnel and the Registrar-Recorder/County Clerk, to review various ongoing e-documenting/electronic document management system (EDMS) projects that might be used as a model(s) demonstrating opportunities for improved efficiency within the County, and to report back to you with recommendations. The following information provides a current status on our efforts to conduct a countywide assessment and develop recommendations that address opportunities for the strategic application of EDMS within the County.

My office met with the Chief Administrative Office (CAO) to discuss a related February 18, 2003 Board motion instructing the CAO to report back with an overall plan for maintaining and preserving County records and archives, including cost estimates. As a result of that directive, and a subsequent March 4, 2003 Board instruction to the CAO that included reviewing and revising the distribution methods of all interdepartmental correspondence, the CAO issued a four-part survey to all County departments/agencies requesting, in part, information on records storage and electronic transmission. At our meeting with the CAO, this office agreed to assume the lead in coordinating both the August 6, 2002 and the March 4, 2003 motions as relates to addressing distribution methods for interdepartmental correspondence and County information, since there were many issues that were common to both efforts.

As reported in our previous status report, this office has acquired the services of a consultant to assist us in formulating a County strategy, architecture and metrics for the deployment of EDMS, including reviewing the requirements under the Board's March 4, 2003 instruction to the CAO regarding interdepartmental correspondence and County information. The company selected to assist with this effort is Doculabs.

As also previously reported, the project is being conducted in the following four (4) phases, with a final report to your Board expected to be completed within the next 45 days:

- **Phase 1: Current State Assessment (Completed)**
An in-depth data gathering exercise in which the Doculabs analyst team will gain a detailed understanding of the County's specific needs and current technology solutions.
- **Phase 2: Future State Definition and Conceptual Design (Completed)**
Based on Doculabs' assessment of the County's current state, the consultant developed high-level recommendations and a conceptual design for the County's future-state environment at the enterprise level.
- **Phase 3: High-Level Deployment Strategy and Tactical Plan (Completed)**
In this phase, Doculabs outlined the sequencing and the interdependencies of various tactical projects and activities that will be required to move forward with the County's enterprise EDMS strategy.
- **Phase 4: Validation and Communication (Partially Completed)**
In this phase, Doculabs is aggregating its analyses into a final report. Once the report is finalized, Doculabs will conduct formal on-site presentations of the final report and its recommendations. Doculabs will present this information to the following groups of individuals:
 1. **Department Heads/Directors**
 2. **Chief Deputies**
 3. **Half-day EDMS Workshop with Department CIOs/IT Directors.** This will entail a half-day meeting to present the strategy, discuss the technical details, and to answer questions.

CURRENT STATUS

As mentioned in our previous report, Phases 1, 2 and 3 of the project have been completed. The final report that was due as a component of Phase 4 has been completed, as well. We are currently working with our contract consultant, Doculabs, on the presentation that will be made to Department Heads, Chief Deputies and department CIOs and I/T directors.

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We are also working on a summary document and proposed action for your Board's consideration that will be based on the findings and recommendations contained in the final report.

My office will continue to provide your Board with status reports at 60-day intervals until a final report is issued. If you have questions or require additional information, please contact me at (213) 974-2008, or in my absence, Jonathan Williams at (213) 974-2080.

JWF:EB:ygd

c: Michael J. Henry, Director, DHR
Conny McCormack, Registrar-Recorder/County Clerk
Susan Toy Stern, Chief Deputy, DHR
Raoul Freeman, Chair, Information Systems Commission

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